



In-Region Scholarship Programme Central America, the Dominican Republic and Cuba

**Call for Master Scholarship Applications 2024
at the University for Peace (UPEACE)
Master in Conflict Resolution, Peace and Development**

Funded by the
Federal Ministry for
Economic Cooperation and Development (BMZ)

Application Closing Date at UPEACE and in the DAAD Portal
(for all candidates):
22.03.2024

In-Region Scholarship Programme Central America, the Dominican Republic and Cuba 2024

PROGRAMME OBJECTIVES

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The programme aims at fostering strong, internationally oriented higher education systems in *Central America, the Dominican Republic and Cuba* with the capacity to contribute to sustainable development. For this purpose, scholarships for development-related Master's studies are awarded to individuals who plan to pursue a career in teaching and/or research at a higher education institution in *Central America, the Dominican Republic and Cuba*

By training future academic and professional leaders, the programme contributes to the following **long-term impacts**:

- Qualified professionals' involvement in the solution of development-related problems in *Central America, the Dominican Republic and Cuba* Graduates strengthening education and research in *Central America, the Dominican Republic and Cuba*
- Structural strengthening and regional networking of partner institutions and partner universities

To achieve these long-term impacts, the following outcomes have been formulated as programme objectives:

Programme objective 1: Graduates have qualified to take over responsible positions in their or for their region of origin

Programme objective 2: The participation of women and underprivileged groups is reinforced

Programme objective 3: Organizational, financial and personal capacities of partner institutions are strengthened

As part of the „In-Region Scholarship Programme“, DAAD offers scholarships for Master studies. The programme is funded by the German Federal Ministry of Economic Cooperation and Development (BMZ) and aims at university staff in the first line, without neglecting the public sector demand of academically trained personnel.

The target group for scholarships are graduates from Central American country (except Costa Rica), the Dominican Republic and Cuba with a first academic degree if applying for a Master's programme. **In-Region scholarships** are aimed at students who want to participate in a study programme in a country of their home region (except: their home country or the country they have a resident permit for)

The awarding of scholarships will be subject to the provision of funds.

APPLICATION REQUIREMENTS FOR A MASTER'S DEGREE

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Applicants for a Master's degree

- graduates with a first academic degree, who have successfully completed generally Bachelor/Licenciatura university degree with above average results (at least: Second Class/Upper Division or equivalent,) Candidates who cannot provide a Second Class/Upper Division or a higher result are not eligible for funding;
- clearly show motivation and strong commitment;
- have thorough knowledge of the language of instruction; Spanish
- have generally completed their last university degree not more than 6 years ago at the time of application;
- must be nationals or permanent residents of a Central American country (except Costa Rica), the Dominican Republic and Cuba;
- should generally be a) staff member of a public university, b) or a candidate considered for teaching or research staff recruitment, c) or from the public sector and/or d) Alumni of the DAFI-programme.

Female applicants, refugees with recognized refugee status and candidates from other less privileged regions or groups are especially encouraged to participate in the programme.

Please note: If you have already received a Master's scholarship from the DAAD, further Master's funding from the DAAD is not possible.

Please note: UPEACE might have additional requirements for admission to the university.

ELIGIBLE FIELDS FOR A MASTER'S DEGREE

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The In-Region Scholarship Programme supports studies in subject areas with strong relevance to national development.

The scholarships at UPEACE are available in the following field

- *Master in Conflict Resolution, Peace and Development*

PLACE OF TENURE FOR A MASTER'S DEGREE

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University for Peace, San José, Ciudad Colón. Costa Rica

DURATION AND COMMENCEMENT FOR A MASTER'S DEGREE

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The duration

- The scholarships are awarded for the duration of the standard period of study for the chosen programme (up to a maximum of 17 months). Please enter in the application form the total duration of the study program. After the first year of study, your academic achievements will be assessed in a further funding procedure. If this shows that you will successfully complete your programme within a reasonable period of time, the scholarship will continue as planned.

The scholarship usually begins on September of the current year.

Please note that the maximum duration of the scholarship is based on the time that is left until the scholarship holder has reached the regular period of studies in that programme; i.e., if you apply for a DAAD scholarship starting in your second year of studies of a three-year programme, the maximum duration of the scholarship will be two years.

The standard period of study and the start date are based on the Affiliate Agreement between the Master Programme at the UPEACE and the DAAD.

Please note: if you arrive later, the duration of your scholarship will be respectively shortened.

APPLICATION AND SELECTION PROCEDURE FOR A MASTER'S DEGREE

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As a first step, all applicants must submit a complete application for the programme via the DAAD Portal.

Please be aware of the DAAD's application deadline as well as UPEACE deadline.

The application process for DAAD scholarships contains the following steps:

1. Register on the portal: https://portal.daad.de/sap/bc/bsp/sap/z_set_cookie/setcookie.htm?fund_ar=stv&id=57733202

Programme: Third Country Programme Central America MA 24

2. Log in to the portal
3. Carefully read the instructions on how to apply in the portal
4. Submit your application via the portal by the deadline 22.03.2024

5. Request Recommendation Form: Please note that this form of a Letter of Recommendation will be the only one which will be accepted by the DAAD. You can generate the recommendation form in the DAAD Portal as a writable PDF under 'Request reference form'. Please send it to your university teacher and ask him or her to complete the form in full. When you have received it back, please upload it in the portal under 'Letter of Recommendation'.

Please note: The form for completion by a university teacher can only be generated during the application period.

Remember to check that your application is complete and meets DAAD requirements before submitting! Otherwise, your application cannot be considered.

DAAD will conduct a formal review of the applications received via the DAAD portal only, according to the DAAD criteria.

Regardless of this first step, applicants must at the same time/as a second step apply for admission at the UPEACE using the contact details and procedure prescribed by the institution. **The institution has the same deadline as the DAAD for the admission process.**

In a final selection organized by the DAAD, applications that have met both the admission requirements at the host university (and the university's rank in the pre-selection) and the DAAD's formal criteria are evaluated by an independent selection committee (international university teachers and experts from German and foreign universities as well as alumni). The independent selection committee evaluates the applications based on the submitted documents, taking into consideration the pre-selection ranking of the institution. Areas evaluated include academic performance and quality, extracurricular activities, motivation, and relevance of the research topic (if applicable).

The DAAD reserves the right of final selection.

APPLICATION DOCUMENTS FOR A MASTER'S DEGREE

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Mandatory documents to be submitted (in either English or German) for the DAAD scholarship application:

- DAAD application form (available on the DAAD portal) duly filled in and submitted according to the outlined deadline
- Curriculum vitae, including a list of publications (if applicable) if not otherwise possible without a signature.

- One recent recommendation letter from and signed by a university teacher(s) (which provides information about your qualifications). Please read the instructions provided on the tab 'General Information on the Application via DAAD Portal/This is What You Have To Do'.
- Letter of admission for the host university (this can be subsequently submitted before the scholarship begins if it is not available at the time of application)
- University degree certificates including academic notes (include a grading scale)
- Letter of motivation (1-2 pages with personal, social motivation as well as your reference to the studies and a possible Master project)
- Copy of the passport or, if not applicable, a copy of National Identification Card (mandatory for an application for a scholarship)
- If applicable, information on the UNHCR registration as refugee

Your application is only valid if you submit all the required documents to the DAAD portal on time. Incomplete applications cannot be considered. You are responsible for ensuring that your applications are complete. **If you do not have documents such as letter of admission at the time of application, please mention and explain this at an appropriate place in the application.**

Please note that the scholarship only becomes effective as soon as the Admission Letter (this can be subsequently submitted before the scholarship begins if it is not available before) from the university is issued and once a proof (e.g., airline ticket, letter from supervisor or coordinator, admission test) has been submitted that you are on site at the host university to begin your studies. This must be submitted to the DAAD portal as soon as possible and is part of a complete application (this can be subsequently submitted before the scholarship begins if it is not available before).

GENERAL INFORMATION ON THE APPLICATION VIA DAAD PORTAL/THIS IS WHAT YOU HAVE TO DO

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Applications must be submitted via the DAAD portal https://portal.daad.de/sap/bc/bsp/sap/z_set_cookie/setcookie.htm?fund_ar=stv&id=57733202

Programme: Third Country Programme Central America MA 24

Deadline: 22.03.2024

Applications submitted through other channels or to other authorities will not be considered.

The DAAD portal closes at 24.00 hrs. Central European Time (CET or CEST) on the last application day.

Request Recommendation Form:

Please note that this form of a Letter of Recommendation will be the only one which will be accepted by the DAAD. You can generate the recommendation form in the DAAD Portal as a writable PDF under '**Request reference form**'. Please send it to your university teacher or employer and ask him or her to complete the form in full. When you have received it back, please **upload it in the portal under 'Letter of Recommendation'**.

Please note: The form for completion by a university teacher can only be generated during the application period.

If you have any technical questions or problems, please do not hesitate to contact the DAAD technical Portal Hotline under: +49 (0228) 882-8888 or via e-mail at portal@daad.de, open every weekday from 9.00 am until 12.00 pm (CET or CEST).

Please consider the availability of the hotline as well as possible processing times of your request when you are planning your application.

**SCHOLARSHIP
FUNDING FOR A
MASTER'S DEGREE**

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The scholarship covers:

Benefits	Pace of Payment	Amount
Tuition Fees*	once in the first year	<i>The regularly charged amount will be specified in the letter of award.</i>
Study and research allowance	annually	460 EUR
Printing allowance	once towards the end of scholarship	400 EUR
Monthly Scholarship (Accommodation, Food etc.)	monthly	745 EUR
Travel allowance (In-Region only)	usually twice (beginning/ end of scholarship)	<i>The flat rate travel allowance will be specified in the letter of award.</i>
Insurance (In-Region only)	monthly	Directly paid by DAAD to CCSS.

<p>Family allowance (if your husband, wife or children) accompanying you to your host country; a separate application needs to be submitted for the family allowance upon admission to the programme</p>	<p>monthly</p>	<p>303 EUR</p>
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*Please note that in some cases not all fees and costs that are mentioned on the official fee structure of the host institution can be covered by DAAD in full, e.g. if the agreement with the funding organization prevents DAAD from funding certain items in the fee structure or if items that are included in the fees are supposed to be covered through the individual scholarship benefits. DAAD will transfer the fees directly to the host institution.

PAYMENT OF SCHOLARSHIP FUNDS

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The DAAD will endeavour to transfer/pay out the first monthly payment as quickly as possible after your arrival/ after the beginning of your scholarship. Processing the first transfer of funds may take some time, especially if you are able to set up your bank account only after your arrival in your destination country. To be able to cover the costs which arise until you receive your first scholarship payment, we recommend that you bring a financial reserve with you.

Payments generally cannot be made in advance/prior of the scholarship start date and the commencement of studies at the host institution. Furthermore, no additional benefits that are not listed in this call for applications, such as benefits for family members, can be made/granted.

Please note that the travel allowance for In-Region scholarship holders will only be transferred along with the first scholarship rate, i.e. after the arrival in the host country.

The scholarship will be paid directly to the scholarship holder's bank account. Further details will be announced after admission to the scholarship programme in the Letter of Award.

ADDITIONAL BENEFITS

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DAAD In-Region scholarship holders in the framework of **Master programmes** are also

- a) encouraged to apply for a **short-term research stay in Germany** for 3 up to 6 months.

Please note:

- **The short-term research stay in Germany should preferably be announced in the application for the regular scholarship** and can only be awarded if the necessary financial means are available.
- If you would like to apply, please note that the funding period for a short-term research stay in Germany is part of the In-Region programme and the regular study period of the programme may not be exceeded by the short-term research stay in Germany, this must be included in the regular study period of the In-Region programme. Further information will be provided upon request via the DAAD Portal after you have received your In-Region scholarship.

The short-term research scholarship includes:

- a monthly scholarship payment for living costs
- health/accident/personal liability insurance
- a flat-rate travel allowance

DAAD In-Region scholarship holders are also

- b) invited to apply for different Summer Schools in Germany (four weeks)

All further details regarding additional benefits and the additional application processes will be provided after admission to the scholarship programme. Please note that all short-listed applicants might be asked to participate in a multi-wave monitoring survey to gather data on different academic and career development aspects. Participation is voluntary.

CONTACT AND COUNSELING

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Enquiries related to the DAAD Scholarship

DAAD Contact Person: Grettel González Altamirano

E-Mail: ggonzalez@daad-centroamerica.ac.cr

Website: <https://www.daad-costa-rica.org/es/encontrar-becas/becas-encosta-rica-y-region/> Website: <https://www.daad.de/incountry-inregion>

Enquiries related to the general admission and the study programme

Master in Conflict Resolution, Peace and Development

Contact Person: Sylvia Leon Koberg

E-Mail: sleon@upeace.org

Website: <https://www.upeace.org/programmes/resolucion-de-conflictos-pazy-desarrollo>

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